GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

General Administration(GL&C)Department - Sri V.Venkata Ramana, Director of Translations, Andhra Pradesh - Permission to surrender of Earned Leave for (15) days with effect from 1.7.2025 for encashment during the financial year 2025-2026 - Accorded - Orders – Issued**.**

GENERAL ADMINISTRATION (GL&C) DEPARTMENT

G.O.Rt.No.1296 Date:08.07.2025

Read the following:-

1. Circular Memo. No. 4338-A/95/FR.I/2013, Fin.(FR.I) Department, Dt:18.2.2013.
2. From the Director of Translations, Undavalli Centre, Guntur (Dist), A.P., Letter No. 69-G/2025, Dated.27.06.2025.

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ORDER:

In the letter 2nd read above, Sri V. Venkata Ramana, Director of Translations, Andhra Pradesh has requested the Government to permit him to surrender Earned Leave for (15) days for encashment with effect from 1.7.2025.

2. Government hereby accord permission to Sri V.Venkata Ramana, Director of Translations, A.P. to surrender (15) days of Earned Leave for encashment with effect from 1.7.2025 during the financial year 2025-26. He has availed this concession for (15) days as shown in column No.3 and the balance of E.L. is as shown in Column No.6.

Sl. No.	**Name of the Officer and Designation**	**No. of days last Surrendered & Date**	**Total E.L. at individual's credit as on 30.6.2025**	**No. of days now surrendered and date w.e.f. which surrender allowed**	**Balance of E.L. at credit after present Encashment**
1	**2**	**3**	**4**	**5**	**6**
1.	Sri.V.Venkata Ramana, Director of Translations, Andhra Pradesh	15 days (w.e.f. 1.7.2024 to 15.07.2024	300	15 days, w.e.f. 1.7.2025.to 15.07.2025	300-15= 285 +15 (w.e.f. 1.7.2025) = 300

3. The Drawing & Disbursing Officer, O/o the Director of Translations is requested to draw the pay and allowances for the number of days of Earned Leave surrendered by the individual now for encashment and disburse the amount to him.

4. This order does not require the concurrence of Finance Department as per rules in force.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT(GPM & AR) (FAC)

To
The Drawing & Disbursing Officer,
O/o Director, Translation Department,
Undavalli, Guntur District, A.P.
Sri. V.Venkata Ramana,
Director of Translation Department,
Undavalli, Guntur District, A.P.

Copy to:
The Pay and Accounts Officer, Mangalagiri, A.P.
The Directorate of Treasuries and Accounts, Andhra Pradesh.
SC/SF(Computer No.2891026)

//FORWARDED :: BY ORDER//

SECTION OFFICER